झारखण्ड सरकार

User Manual

for

"Posting of e-Advertisement"

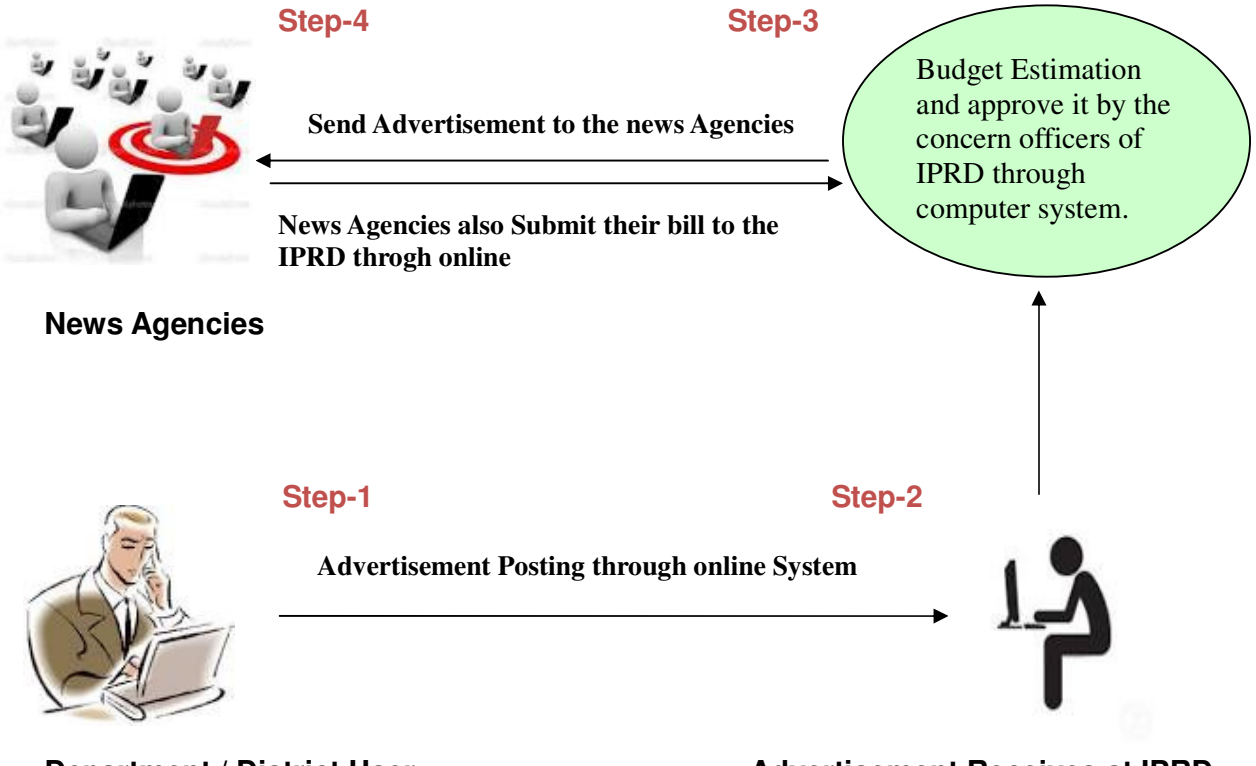
Department of Information and Public Relations
Department, Govt.of Jharkhand

Luminous Infoways
Delivering values by applying qualitative thinking

General Description:

Various Departments, Districts of the state of Jharkhand sends advertisement to IPRD. IPRD has the authority to publish an ad in newspapers. The department has various sections of user to approve the advertisements. After the advertisement has been approved then It sends to the news agencies.News agencies publish it and after publication of news they send their bill to the IPRD. The context diagram shown in the below is a view of the entire system.

Context Diagram :


Step-4
Step-3
Budget Estimation and approve it by the concern officers of IPRD through computer system.
Send Advertisement to the news Agencies
News Agencies also Submit their bill to the IPRD throgh online
News Agencies
Step-1
Step-2
Advertisement Posting through online System
Department / District User
Advertisement Receives at IPRD

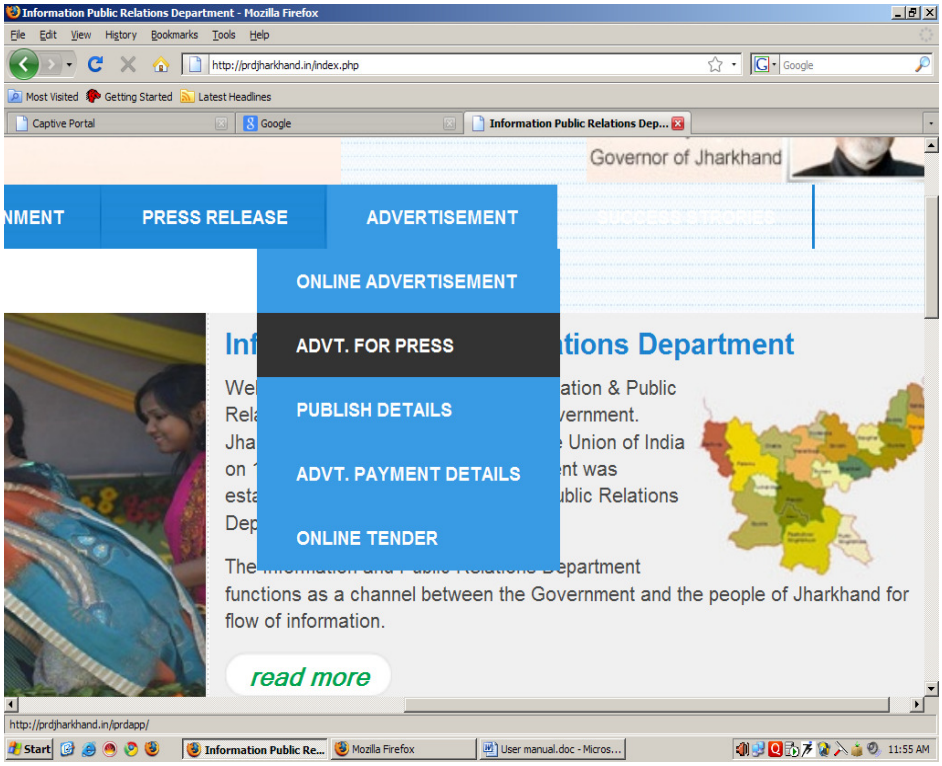
Website Url: www.prdjharkhand.in

How do You Login to the application ?

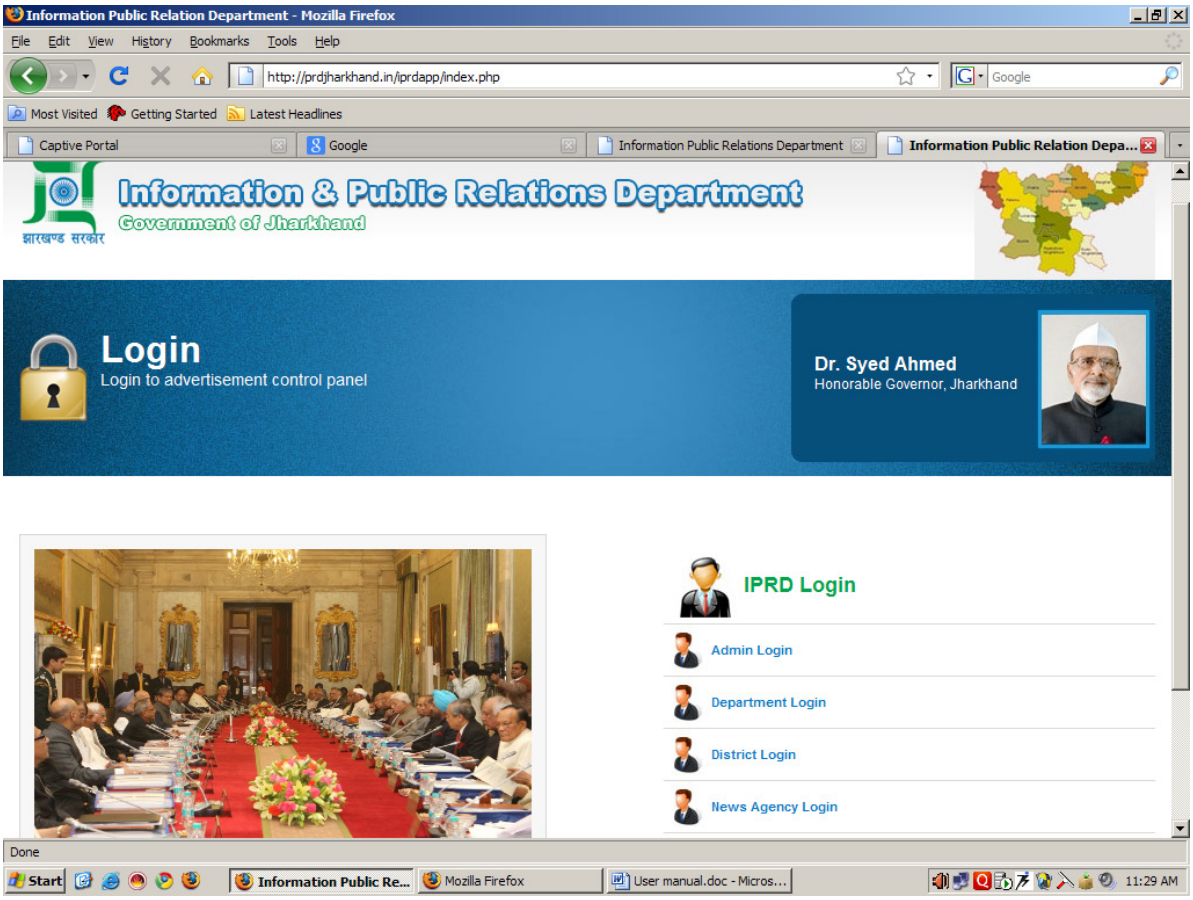
- For various login click in the "**e Advertisement**" symbolic link as like below on the wesite homepage:

OR

- Go through the "**ADVERTISEMENT**" panel and click on the "**ADVT. FOR PRESS**" in the home page of website as refer to the below:



The Login panel :

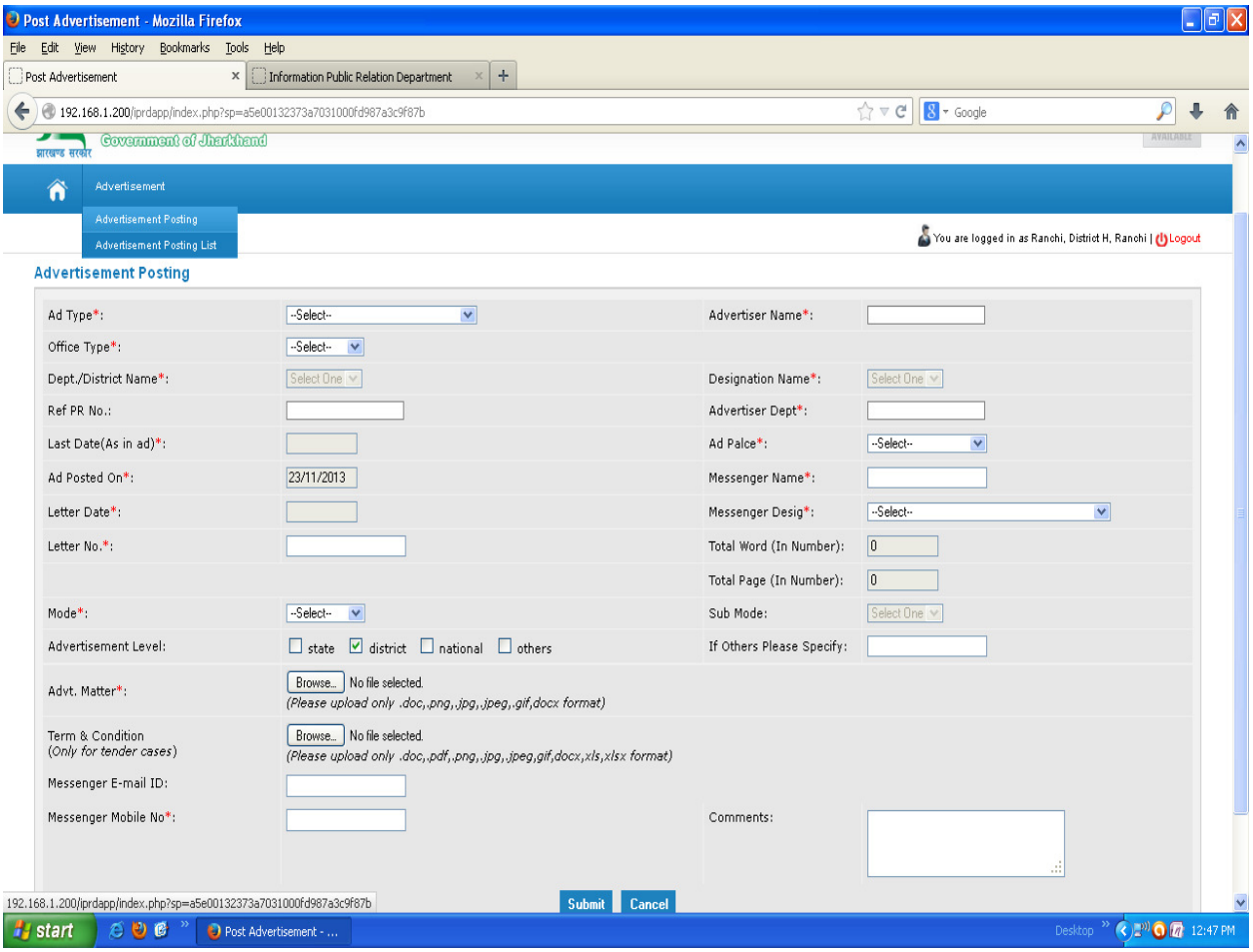


There are five login panels are as follows:

- **IPRD LOGIN** : IPRD officers can login here only
- **Admin Login** : For Administrator Login only
- **Department Login** : Various Dept. can Login
- **District Login** : For DPROs & NIC Login
- **News Agency Login** : Various news Agency Can Login here

Posting of advertisement:

- Please log in properly as provided to you userid and password
- After login you will get a window and then click on the “Advertisement Posting” as refer to the below screen shot.



Note:

- All red star marked (*) filed are mandatory.
- Before upload Matter please check it properly.
- Before upload Term & Condition for tender case only, please check it properly.
- Please check all data’s are correct and proper before submitting.
- After submitted please **“forward”** it to IPRD then go to the **“Advertisement Posting List”** you will get all details as you posted. Please note your **“Advt.Id”** number still you didn’t get your **“PR No”.**
- Your advertisement will be verified after receiving the advertisement at IPRD. After verified you will get your receipt in the **“Advertisement Posting List”** and you will get your **“PR No”** in the receipt.
- Please keep the **“PR No”** and your **“Letter No”** with you for tracking your advertisement status details.

How do you get the advertisement status details ?

- Go to the website home page

- Please enter the PR NO and Letter no as in the above diagram:
- You will get status details of the advertisement.

If any quires or any technical support please contact as given below:

- **Subir Mukharjee:9006815600**
- **Sujit Kumar Parida:9608022473**

Thank You